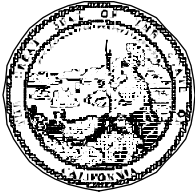




# California



Entered the Union 1850  
**Population (est. 1994):**  
 31,431,000 Rank: 1/50  
**Land Area (square miles):**  
 155,973 Rank: 3/50


**State Historical Records Coordinator:**  
 John F. Burns, State Archivist  
 California State Archives, Office of the Secretary of State  
 1020 "O" Street, Sacramento, CA 95814-  
 Telephone: (916) 653-7715  
 Deputy Coordinator:  
 Laren Metzger, California State Archives

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<b>State Archives Established:</b> 1850 <b>State Records Management Initiated:</b> 1949 <b>Archives Placement</b> Office of the Secretary of State, California State Archives <b>Records Management Placement</b> Department of General Services, Office of Information Services, Information and Systems Management (ISM)	<b>Total State Govt Expenditures (1993):</b> \$89,037,012,000 Rank: 1/50 <b>Total Budget, State Archives and Records Management (FY 1994):</b> \$5,590,000 Rank: 2/43 See "Notes" section, below, for program elements included in budget and FTEs. <b>Percent of Total State Expenditures Allocated to Archives and Records:</b> .006% Rank: 37/43 State Archives funding has decreased over last 2 years.

STAFFING			
<b>State Government FTEs (1992):</b> 321,860		<b>Number of Archives FTEs per 1000 State FTEs:</b> 0.13	
<b>Archives &amp; Records FTEs (1994):</b>		<b>Average earnings for all full-time state employees (Oct. 1992):</b> \$41,040	
Total	42	<b>Salary ranges for entry level professionals</b>	
Archives	18	Archivist I	\$31,752-38,580
Records Mgt	24	Records Management Analyst I	\$34,236-41,160

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ACCESS TO RECORDS IN STATE ARCHIVES



<b>Reference services provided (FY 1994)</b> <b>State Archives</b> Individual daily visits 2,388 Mail requests 503 Telephone requests 25,672  Reference activity has nearly doubled since move to new building in March 1995.  <b>Services provided free of charge:</b> Use of reference room Answers to in-state and out-of-state mail requests Faxes of documents or finding aids E-mail for receiving/responding to requests Full-text of documents online	<b>Arrangement and description activities (FY 1994)</b> Records arranged and described 255 cu. ft.  <b>Nonelectronic finding aids</b> available at State Archives describe 80% of holdings at series level.  <b>Published finding aids</b> produced by State Archives describe 25% of holdings at the series level  <b>Automated finding aids</b> accessible in-house describe 95% of State Archives holdings at the series level  <b>Automated finding aids</b> accessible remotely describe 95% of State Archives holdings at the records group and series level.
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cont.

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## Access to records in State Archives, cont.

### Reference services provided for a fee:

Photocopies of documents or finding aids  
 Typed certified copies or exemplifications  
 Commercial use of documents/photos A new reference fees program is currently under development.

## FACILITIES



### State Archives Facilities

(owned by Secretary of State)

Constructed: 1995

Total storage capacity: 150,000 cu. ft.

Percent now occupied: 43%  
 Will be full in 10+ years  
 No construction planned

Existing environmental controls (ANSI standards):

100% year-round temperature controls  
 100% year-round humidity controls  
 100% fire detection  
 100% fire suppression

### State Records Center

(Bldg A owned by Department of General Services (DGS);  
 Bldg B rented by DGS)

Constructed: 1967 (A), 1988(B)

Total storage capacity: 650,000 cu. ft.

Percent now occupied: 95%  
 Already full to capacity  
 Construction of a new building  
 and major renovation planned.

Existing environmental controls (ANSI/NFPA standards):

0% year-round temperature controls  
 0% year-round humidity controls  
 100% fire detection  
 100% fire suppression

## SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

### Technical assistance provided by State Archives (FY 1994):

N/A

### Technical assistance provided by Records Mgt (FY 1994):

No. completed 84  
 No. of agencies served 165

### No. of local government units (1992):

57 counties 1,080 school districts  
 460 municipalities 2,897 special districts

### Services to state agencies:

Training (State Archives, ISM)  
 Publications (ISM)  
 Micrographics services (State Archives, ISM)  
 Consultation/advice (State Archives, ISM)

### Services to local governments:

Publications (ISM)  
 Micrographics services (ISM)  
 Consultation/advice (State Archives, ISM) State Archives may accept original records from local governments as a repository of last resort.

## MICROGRAPHICS



### Microfilming activities by State Archives and overseen by ISM (FY 1994)

Source document microfilming  
 ISM 1,843,122,940 images  
 State Archives 473,883 images  
 COM ISM 1,339,143,972 images  
 Processing (State Archives) 752 rolls  
 Duplicating (State Archives) 3,822 rolls

Prison Industry Authority, Department of Corrections, provides centralized micrographics services for state and local government agencies.

State Archives has not experienced redox problems.

ISM stores security microfilm for state but not local government agencies.

## PRESERVATION POLICIES AND SERVICES



### Preservation activities by State Archives and ISM (FY 1994)

sheets cleaned and deacidified  
 sheets mended and encapsulated  
 volumes repaired

State Archives and ISM both have a written preservation plan and a written disaster plan.

State Archives has a preservation officer but does not employ a trained, full-time conservator.

California has a statewide preservation plan in which both the State Archives and ISM participate.

**AUTOMATED APPLICATIONS****ISM uses automated applications for the following:**

Finding aids	Microsoft Access
Correspondence	Microsoft Word 6.0
Other	Microsoft Excel

State Archives uses automated applications for the following:

Finding aids	Word Perfect
Accessioning	Word Perfect
Inventory control	Paradox
Correspondence	Word Perfect
Bookkeeping	Lotus 123
Publications	Pagemaker, Word Perfect

**Electronic Mail**

State Archives and ISM can communicate within their agencies, with other agencies in state government, and with others via the Internet using a mainframe system.

NASIRE reports that the State of California has a major e-mail system that connects 50,000 state employees.

**ELECTRONIC RECORDS**

ISM has an electronic records management program integrated with its regular program. State Archives has no program for electronic records.

Agencies survey/inventory and schedule dispositions for electronic records.

Neither ISM nor State Archives provide security storage for electronic records. State Archives has accessioned electronic records.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1992 statute  
Includes electronic records; revision in progress to include e-mail.

**Public's right to access to government records**  
provided in statute.

**Restrictions to specific classes of records**  
provided, no time limits set.

**Permanent paper standards**  
None

**Optical imaging standards**  
None

**Admissibility of microfilm**

1993 statute

**Admissibility of optical images**

1994 statute

**Admissibility of electronic records**

1994 statute

**Theft/defacement of a public record**

1974 statute

**Replevin**

None

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

Assigned to Department of Finance; neither ISM nor State Archives is active in the state's IRM work

**Information Policy Coordination**

Constituted formally and assigned to Department of Finance; neither ISM nor State Archives is active in the state's IRM work

**Government Information Locator Service**

No activity reported

**Electronic Access to Government Information and Services**

NASIRE reports that a state-wide multi-agency effort is underway.

NGA reports that the Health and Welfare Agency has developed a kiosk system through which users can gain information on accessing state services, ranging from ordering birth certificates to registering cars.

California State Government (CSGnet)  
<http://www.ca.gov/>

Secretary of State  
<gopher://secstate.public.ca.gov>

Department of General Services  
<http://ois.dgs.ca.gov/>

California Legislative Information  
<ftp://leginfo.public.ca.gov/>

## SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



New Building Completed

## FOR FURTHER INFORMATION



State Archives  
John F. Burns, State Archivist  
California State Archives  
Office of the Secretary of State  
1020 "O" Street, Sacramento, CA 95814  
Telephone: (916) 653-7715  
Internet: tsia.ssjon@ts3.teale.ca.gov

Records Management  
Melodie Cato, Manager  
Information and Systems Management  
Office of Information Services, Department of General Services  
Sacramento, CA 95814-5404  
Telephone: (916) 445-2294

## Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the California budget and personnel figures also cover

- preservation microfilming
- records center
- forms management
- records preservation
- oral history program
- state administrative manual

The California State Archives also must pay space charges for main archives facility.

## Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

## Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: State Archives: Laren Metzger, Deputy State Archivist, California State Archives, 1020 "O" Street, Sacramento, CA 95814. Telephone: (916) 653-3834, Fax: (916) 653-7134. ISM: Joe Barajas, Records Management Consultant, 1500 5th Street, Suite 116, Sacramento, CA 95814. Telephone: (916) 322-9493, Fax (916) 445-7791.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* (May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.